

TOWN OF LAKE PARK EMPLOYMENT OPPORTUNITIES

Administrative Secretary: Under the direct supervision of the Code Compliance Officer: Basic knowledge of department related terminology; the ability to interpret routine policies and regulations, work independently, compose documents & prepare reports, respond to requests for information, complaints and administrative details. Ability to take & transcribe meeting minutes. Must be able to work occasional evenings. 2 yrs. advanced secretarial exp. & HS diploma or equivalent required. Previous experience in Code Compliance, Building Department or construction experience preferred. Salary \$22,195.85 / \$31,228.97. Send resume to or obtain application from: Administrative Services Department, Town of Lake Park, 535 Park Ave., Lake Park, FL 33403. Fax: 561-881-3314. EOE

Community Development Director: Historic Town undergoing tremendous development and redevelopment seeks highly motivated individual with exceptional communications skills to be responsible for the administration, management and direction of the Community Development Department (Planning, Code Enforcement, Occupational Licensure, and Community Redevelopment). The successful candidate will possess high energy, demonstrated ability in contemporary planning, and a strong commitment to making a difference in the future of the Town. Salary range is \$41,853 to \$58,886. A Degree in Urban Planning preferred w/experience in planning at the local level. Send resume with salary expectations to Personnel Dept., 535 Park Ave., Lake Park, FL 33403 or Fax to (561) 881-3314. Applications will be accepted until position is filled. Phone (561) 881-3310. EOE

Custodian, Part-Time; Varied duties including cleaning, vacuuming, dusting, mopping. Also assist with misc. jobs. Under the direction of F/T Custodian. Salary: \$12.00 pr. hr. Apply Administrative Services Department, Town of Lake Park, 535 Park Avenue, Lake Park, FL 33403. Telephone (561)881-3310 Fax (561) 881-3314. EOE.

Maintenance Worker II: F/T, Maintenance /repair of facilities, grounds, and other property and related equipment. HS or equiv. plus 3 years of equivalent combination of training and experience. Drivers license required. Exe. Benefits. Salary range \$18,303 /\$26,462. Open until filled. Apply Administrative Services Department, Town of Lake Park, 535 Park Avenue, Lake Park, FL 33403. Telephone (561)881-3310 Fax (561) 881-3314. EOE